

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER II -  
Gang Renouncement and Disassociation and  
Administrative Segregation Diversion Program

SALARY GROUP: B13

DEPARTMENT: Rehabilitation Programs Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Steven B. Gaddis DATE: 02/05/2016

POSITION #: 045259

**I. JOB SUMMARY**

Provides moderately complex case management work. Work involves developing and maintaining long-term contact with offenders, offender families, and service providers for medical, social, educational, and related service needs. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Provides ongoing case management and education in anger management, substance abuse, and recovery to develop the skills needed for gang- and security threat group- affiliated offenders' successful transition to the general population; interviews offenders to gather information to assess service needs; and coordinates, participates in, and assists in conducting educational, skill development, and role play groups in accordance with agency curriculum and standards.
  - B. Develops and implements individual lesson and service plans as needed; reviews assignments; notifies staff of progress with cases and prepares reports as required; and participates in the planning and execution of courses of instruction.
  - C. Studies and analyzes operations to identify problem areas; and recommends and coordinates activities to produce more effective Gang Renouncement and Disassociation (GRAD) and Administrative Segregation Diversion Program processes.
  - D. Prepares and maintains GRAD and Administrative Segregation Diversion Program offender records; compiles data; and submits reports and related documentation.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER II -  
Gang Renouncement and Disassociation and  
Administrative Segregation Diversion Program

SALARY GROUP: B13

DEPARTMENT: Rehabilitation Programs Division

Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning social services, case processing, rehabilitative programming, teaching, or counseling experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Criminal justice experience preferred.

**B. Knowledge and Skills**

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of case management principles, objectives, and methods of rehabilitative assessments, instructional tools, and educational modalities.
3. Knowledge of anti-social and dysfunctional behaviors.
4. Knowledge of gangs or known security threat groups preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain accurate records, files, and reports.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CASE MANAGER II -  
Gang Renouncement and Disassociation and  
Administrative Segregation Diversion Program

SALARY GROUP: B13

DEPARTMENT: Rehabilitation Programs Division

Page 3 of 3

- 12. Skill to assess offender needs.
- 13. Skill to monitor program activities and recommend improvements.
- 14. Skill to gather, assemble, and present curriculum.
- 15. Skill to interpret and translate Spanish to English and English to Spanish preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.